



***LASSEN COUNTY  
CHILDREN & FAMILIES COMMISSION***

Date of Meeting: September 5, 2019

Time of Meeting: 1:30 -3:00 p.m.

Meeting Place: Lassen County Office of Education  
472-013 Johnstonville Road  
Susanville, CA 96130

**Minutes**

**ATTENDANCE**

|                 |         |               |         |
|-----------------|---------|---------------|---------|
| Anita Osborn    | Absent  | Wendy Jacobs  | Present |
| Mary Ann Murin  | Absent  | David Teeter  | Present |
| Wendy Blackmon  | Present | Barbara Longo | Present |
| Mae Sherman     | Present | Ronda Hall    | Present |
| Michelle Godman | Present | Laura Roberts | Absent  |
|                 |         | Tim Clark     | Present |

**1. CALL TO ORDER — Welcome and Introductions**

| Name                 | Time   |
|----------------------|--------|
| Commissioner Sherman | 1:40pm |

- 2. PUBLIC COMMENT:** Members of the public are given the opportunity to address the Commission on items of interest and within the jurisdiction of the Commission as such items are discussed. This time is allowed for public input on any item not on the agenda. Time may be limited, depending on the number of speakers and items of business.

| Name   | Subject  |
|--------|--|
| Jacobs | There are openings at Head Start. Parents can sign up their kids at any of the Head Start sites. |

**3. AGENDA APPROVAL, ADDITIONS AND/OR DELETIONS**

**Action**

| <b>COMMENT:</b> None |       |        |      |
|----------------------|-------|--------|------|
| Motion               | Moved | Second | Pass |
| Approve agenda.      | Longo | Jacobs | Y    |

**4. INFORMATION AND CONSENT CALENDAR**

**Action**

Approval of Minutes of August 1, 2019; August 8, 2019

Approval of Fiscal Reports for September 2019

Approval of Transfer of Funds from Trust Account and Payment of Obligations

|  |              |  |             |
|--|--------------|--|-------------|
| <b>COMMENT:</b>  |              |  |             |
| <b>Motion</b>  | <b>Moved</b> | <b>Second</b>  | <b>Pass</b> |
| Approve Minutes August 1, 2019; Minutes August 8, 2019<br>Fiscal Reports for September 2019; Transfer of Funds from<br>Trust Account and Payment of Obligations. | Teeter       | Blackmon   | Y           |
| <b>Lassen County Children and Families Commission</b>  |              |  |             |
| <b>September 5, 2019 for FY 2019-2020</b>  |              |  |             |
| <b>Transfer of Funds Request</b>   |              |  |             |
| Lassen Diversified Management  | \$6,325.00   | Contract Implementation for September 2019 Inv. 5188 |             |
| Lassen Diversified Management  | \$207.25     | Duplication/Postage for August 2019 Inv. 5189        |             |
| Deluxe   | \$271.61     | Ordered Checks. Inv. 00081753683*                    |             |
| U.S. Postal Service  | \$106.00     | Annual Service Fee for PO Box                        |             |
| Total  | \$6,909.86   |  |             |
| *Deluxe was paid on 8/23/19 with check # 1909 - \$271.61   |              |  |             |

**5. ANNUAL EVALUATION REPORT REVIEW AND APPROVAL**

**Action**

**COMMENT:** Roberts gave explanations of Family Functioning Services as shown in the Appendix A on the Annual Evaluation Report. Items that fall underneath this header are translation services, financial management services and reporting abuse. She also reviewed all the items that are performed in a normal home visit, of which encompasses many family function services. Longo appreciated the layout and design of the report. Clark gave explanation of the draft and that Friday should be able to meet with SEI to make additions as presented and correct the typos.

|  |              |               |             |
|--|--------------|---------------|-------------|
| <b>Motion</b>  | <b>Moved</b> | <b>Second</b> | <b>Pass</b> |
| Approve to schedule final review and Public Hearing with<br>correction 10/3/19 | Godman       | Blackmon      | Y           |

**6. Annual Audit**

**Action**

Review of Annual Audit and Schedule Public Hearing

|   |              |               |             |
|---|--------------|---------------|-------------|
| <b>COMMENT: Updated Budget</b>                              |              |               |             |
| <b>Motion</b>   | <b>Moved</b> | <b>Second</b> | <b>Pass</b> |
| Approve to schedule final review and Public Hearing 10/3/19 | Blackmon     | Hall          | Y           |

**7. ANNUAL REPORT**

**Action**

Review of Draft Annual Report and Schedule Public Hearing

|  |              |               |             |
|--|--------------|---------------|-------------|
| <b>COMMENT:</b>                            |              |               |             |
| <b>Motion</b>                              | <b>Moved</b> | <b>Second</b> | <b>Pass</b> |
| Approve to schedule Public Hearing 10/3/19 | Longo        | Teeter        | Y           |

**8. CONFLICT OF INTEREST REVIEW**

**Information**

**COMMENT:** Clark directed commissioners to look at the Conflict of Interest Policy in their packet. He explained that during any and all discussions, updates, or actions pertaining to Executive Director Contract both ED Roberts and Clark will recuse themselves to ensure that the Conflict of Interest Policy is maintained.

**Clark recused himself and exited the room at 2:03 pm.**

**9. EXECUTIVE DIRECT REPLACEMENT**

**Action**

Commission Infrastructure Model Selection.  
 Authorize Third Part Consultant to Facilitate Recruitment and Hiring Process.

**COMMENT:** Clark recused himself from this portion of the meeting. Minutes were taken by Commissioner Godman and are on a separate document. Please refer to attached document.

**10. AUTHORIZE COMMISSION TO UTILIZE COUNTY COUNSEL FOR LEGAL SERVICES AS NEEDED.**

**Action**

**COMMENT:** Clark recused himself from this portion of the meeting. Minutes were taken by Commissioner Godman and are on a separate document. Please refer to attached document.

**Commissioner Hall called Clark back to the room at 2:20pm. He resumed taking minutes.**

**11. EMERGENCY 211**

**Information**

**COMMENT:** Longo stated that they are going to try to go for the full 211 system instead of only an Emergency 211.  
 Teeter stated that they were going to request Emerging Initiative funds from F5 Lassen to assist. Clark asked if sustainability was a possibility and was told by Longo and Teeter sustainability is the goal.

**12. REPORTS AND UPDATES**

|  |  |
|--|--|
| <b>Report</b>                                | <b>Update</b>  |
| Quality Counts/First 5 Impact Project Update | Freeman: There is a freeze on allowing more sites to participate in the program. There are three sites on a waiting list to until the freeze is lifted. Lassen has exceed the amount planned for the year. |

|  |  |
|--|--|
| Lassen HEARTS  | Truckee Meadows Hospital and another hospital out of the county reached out to Lassen HEARTS to connect local residents who gave birth in their hospitals to local resources.  |
| Health Collaborative, Children's Oral Health Committee | Longo: Oct 25th 9-11am - Rural Health Discussion: Marijuana and its impact on Public Health.<br>Muttera: Task force meeting was postponed due to county fair. Tooth Fairy read to 18 kids at the Library.<br>Hall: Teach the Teacher is scheduled with 26 students signed up to take the class. Youth Empowerment Summit at Ronald McDonald has a low attendance this year with 28 kids are signed up and 25 volunteers to help. |
| Supply Bank  | Clark: Expect to receive an update in October.   |
| CalWORKs Home Visiting Program                         | Clark: No update at this time. Will continue to monitor.   |
| Pathways   | There are opening due to kids aging out of program   |

### 13. Adjourn

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### **FY 19/20 Meetings:**

October 3, 2019



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9. **Executive Director Replacement** Action

Tim Clark left the room at 2:03 PM.

Discuss – Laura is retiring and Tim wants to be very transparent. Mae suggested third party consultant, Sara Box, to help with this process. She has helped before as a consultant and she understands how First 5 works. We are looking to do this quickly and correctly. David indicated that from his experience contracts would be more likely to be more cost effective than an employee would. Barbara requests a dollar amount so we can decide if we want to pay that much for her services. Mae is confident that Sara will be reasonable.

| Motion  | Moved        | Second        | Passed |
|---|--------------|---------------|--------|
| Mae Sherman to begin negotiations with third party consultant, Sara Box, to facilitate recruitment and hiring process with the goal of delivering a Request For Proposal. | David Teeter | Barbara Longo | yes    |

10. **Authorize Commission to utilize county counsel for legal services as needed** Action

| Motion   | Moved        | Second         | Passed |
|--|--------------|----------------|--------|
| Authorize Commission to utilize county counsel for legal services as needed. | David Teeter | Jeanne Muttera | yes    |

Tim called back into the room at 2:20 PM

Minutes presented by Michelle Godman